



Memorandum

To: Bonnie Lavelle

From: Mary Margaret Golten, CDR Associates

Date: 01/13/99

Re: Vasquez & I-70 – lunches/meals for workgroups

At the time CDR submitted the budget proposal to ISSI for funding CDR's involvement in the Vasquez and I-70 contract, we had not thought to include the lunches for the workgroup.

After we received the PO from ISSI and we turned in the lunch receipts from the December 7 meeting, Paula let me know that if we pay for lunches for the group we will not have enough money in the contract to pay for our mileage, parking, and long distance charges that we expect to incur.

If you want CDR Associates to provide the meals, funds will need to be added to our contract to cover meals, since the purchase order that we received does not cover the cost of meals for the workgroup,. It is our estimate that there will be approximately 12 meetings (2 meetings per month for six months) with approximately 20 participants x \$7.00 for each person = \$1680 total to be added to our PO for this purpose.

If this is how you want to proceed, please let ISSI know that we will be submitting a request to increase our PO by this amount to cover meals. We'd like to get the paperwork for this modification started, since it took them more than a month to prepare the original PO.

If you want to cover the cost of meals for the workgroup another way, please let us know.

We'd like to get this clarified before 1/28, so that we will be able to provide lunches at that meeting. Thanks for your assistance.